



Planner II

General Information

Classification Code:	MGTANL
Effective Date:	June 23, 2022
Pay Grade:	C42
FLSA Status:	Exempt

Position Summary

Performs a variety of professional planning duties in support of the City's current, comprehensive, and transportation planning functions including research and analysis, report writing, and presentation of findings. Work includes making presentations to the Planning Commission and City Council and providing information and assistance to applicants, developers, consultants, the general public, and outside agencies and organizations regarding City codes, policies, standards, and processes related to planning matters. Performs other duties of a similar nature or level.

Classification Characteristics

Planner positions fall under the Management Analyst classification. Management Analysts make process decisions and decide how to best achieve the objectives, standards or guidelines established at higher levels. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities.

Planner II is the journey-level position within the professional planning series. It is distinguished from Planner I by the increased variability and complexity of land use applications and projects assigned. The work is of moderate difficulty and requires application of in-depth and specialized knowledge of one or more planning specialties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Although Senior Planners and supervisors review the work of the Planner II, it receives less immediate supervision than lower-level planners.

Performs all duties of Planner I in designated specialty area.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Identifies and evaluates problems, issues, and opportunities that could be addressed through community planning and recommends actions that further Springfield's goals in compliance with state and federal requirements.
- 2 Performs professional work involving research, analysis, problem solving, presentation of data, and prepares staff recommendations based on knowledge and research relative to city requirements and state law.
- 3 Prepares and presents written, oral, and visual reports (including maps and other graphics) to staff, project committees, community groups, Planning Commissions, and elected officials.
- 4 Serves as project manager or staff team member on land use applications, studies, and other planning projects. Identifies and resolves critical issues affecting the feasibility and success of various development proposals and land use applications. Participates in various meetings and conferences with project teams.
- 5 Communicates and coordinates with other city staff, outside agencies, committees, and the public. Organizes, reviews, and responds to input by city staff, outside agencies, and the public.

Essential Duties	
6	Responds to public inquiries regarding planning projects, land use applications, understanding and interpreting the comprehensive plan, Springfield Development Code and other city codes, policies, standards, processes related to planning, and specific area development and facility plans. Facilitates meetings with development professionals, neighborhood representatives, committees, and other interest groups; and coordinating public engagement in a variety of forms.
7	Assists in staffing of city committees such as the Historic Commission, Bicycle and Pedestrian Advisory Committee, and project-specific advisory committees.
8	Conducts site visits to determine local site conditions, evaluates impacts of proposed actions, and makes recommendations based on research and applicable laws.
9	Attends evening meetings and occasional weekend events. Represents the city at various civic, community, or other agency meetings or work sessions as needed.
10	Remains current on principles, practices, and new developments in assigned work areas. Maintains records in conformance with city and state requirements.
11	May serve on departmental or interdepartmental staff teams and City committees.
12	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
<p>Current Planning involves implementation of adopted land use plans, policies, and development regulations through review of specific land use and development applications. Development review includes re-zones, tree felling permits, land divisions, historical reviews and site plan applications. Manages primarily Type II planning applications and less complex Type III and IV applications. Reviews and processes routine and moderately complex land use applications and development proposals and ensures compliance with applicable local and state requirements and identifying critical issues affecting the feasibility of development proposals. Provides customer service assistance for front counter operations. Identifies actions necessary to correct deficiencies or violations of regulations, coordinating with Code Enforcement Officers as appropriate. Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.</p> <p>Comprehensive Planning identifies and evaluates problems, issues, and opportunities that could be addressed through community planning and recommends actions that further Springfield's goals in compliance with state and federal requirements. Conducts studies and needs assessments for the development of programs, policies, and implementation measures to address significant planning and development issues in the areas of land use, urban design, housing, historic preservation, growth management, economic development, infrastructure, natural resources, natural hazards, climate change, and equity. Participates in the review, development, revision, and maintenance of general plan elements, plans, Springfield Development Code, and other policies and procedures in accordance with adopted policies and state law. Prepares grant applications, monitors, and reports on progress. In coordination with communications staff, drafts and implements community engagement plans.</p> <p>Transportation Planning looks at the current state of transportation in the region, designing for future transportation needs, and combining all of that with the elements of budgets, goals and policies. Responsibilities as listed for Comprehensive Planning involving transportation. Applies transportation policies, regulations, standards, and guidelines to real world plans and projects. Recommends priorities, schedules, and funding sources to implement transportation and capital improvement plans. Liaises with local, regional, and statewide transportation planning committees and agencies, including Safe Routes to School, Lane Transit District, and the Oregon Department of Transportation.</p>

Qualifications
<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> Bachelor's Degree in a related field and 2-5 years of relevant professional experience or an equivalent combination of education and experience.

Qualifications

Licensing/Certifications:

- N/A

Technology Skills:

- Asynchronous meeting software – Springfield Oregon Speaks
- Calendar and scheduling software – Microsoft Outlook
- Communication and coordination software – Microsoft Teams
- Development review and compliance software — Accela
- Document management software — Microsoft SharePoint; Microsoft One Drive
- Electronic mail software —Microsoft Outlook
- Human resources software — PeopleSoft
- Information retrieval or search software — Laserfiche
- Internet browser software — Microsoft Internet Explorer; Mozilla Firefox; Google Chrome
- Office suite software — Microsoft Office (Word, Excel, PowerPoint)
- Project management software — Microsoft Project or Microsoft SharePoint
- Video conferencing software — Microsoft Teams; Zoom

Knowledge Required:

- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Clerical — Knowledge and abilities in administrative and clerical procedures and systems such as word processing, meeting minutes, file management and record keeping and other office procedures and terminology.
- Communications and Community Engagement — Knowledge of strategies and techniques to communicate with and engage the public in the land use planning process; meeting planning and facilitation; public speaking
- Customer Service — Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Design and Construction — Knowledge of urban and architectural design principles, construction drawings, site plans, and specifications.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government — Knowledge of laws, legal codes, precedents, government regulations, executive orders, agency rules, the democratic political process, and local government structures.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Oregon Land Use Planning – Knowledge of the statutory and regulatory requirements for comprehensive land use planning coordination; city planning and zoning; and boundary changes
- Research and Analysis – Knowledge of data gathering techniques, trend identification, quantitative and qualitative analysis, policy analysis, preparation of findings of fact, and report writing.
- Transportation Planning — Knowledge of Oregon’s Transportation Planning Rule and how to accommodate various transportation modes.

Skills:

- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Qualifications	
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- Mathematics — Using mathematics to solve problems.
- Meeting Facilitation — Planning, guiding, and managing group participation to ensure objectives are met.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Service Orientation — Actively looking for ways to help people.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — Talking to others to convey information effectively.
- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:

- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Fluency of Ideas** — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Mathematical Reasoning** — The ability to choose the right mathematical methods or formulas to solve a problem.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Number Facility** — The ability to add, subtract, multiply, or divide quickly and correctly.
- **Oral and Written Comprehension** — The ability to listen to and understand information and ideas presented in writing and through spoken words and sentences.
- **Oral and Written Expression** — The ability to communicate information and ideas in speaking and writing so others will understand.
- **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Visualization** — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Physical Requirements	
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Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)
	0%	1-10%	11-35%	36-75%	76-100%
	0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS					
Standing		X		0-10 lbs.	X

Physical Requirements										
Sitting				X		11-20 lbs.	X			
Walking – Even Surface		X				21-50 lbs.	X			
Walking – Uneven Surface		X				51-75 lbs.	X			
Kneeling	X					76-100 lbs.	X			
MOVEMENTS						ENVIRONMENTAL HAZARDS				
Bending/Stooping	X					Indoors				X
Twisting	X					Outdoors		X		
Crawling	X					Dust	X			
Squatting/Crouching	X					Fumes/Odors/Gasses	X			
Balancing	X					Chemical Agents	X			
Reach – Overhead	X					Biological Agents	X			
Reach – Forward	X					Noise – Low				X
Reach – Backward	X					Noise – Moderate	X			
Climbing – stairs	X					Noise – High	X			
Climbing - ladder	X					Low Light		X		
USE OF HANDS						Heat	X			
Grasping – whole hand	X					Cold	X			
Grasping – pinch grip		X				Restricted workspace	X			
Fine manipulation/feeling	X					Vibration – whole body	X			
Keyboarding					X	Vibration - extremity	X			
LIFT/CARRY						JOB SPECIFIC				
0-10 lbs.		X				Driving – vehicle/equipment		X		
11-20 lbs.	X					Operate foot controls	X			
21-50 lbs.	X					Seeing				X
51-75 lbs.	X					Talking			X	
76-100 lbs.	X					Hearing			X	
						Extended work hours		X		

Classification History

2022.06 – Created

I have reviewed the job description.

Employee: Name_____ **Signature**_____ **Date**_____